



Elk Grove Community Services District
FIRE DEPARTMENT

JOB ANNOUNCEMENT

PUBLIC EDUCATION OFFICER

Salary Range: \$2,980 – 3,873 monthly

Final Filing Date: Friday, November 5, 2004 @ 4:30 p.m. or when the first fifty (50) qualified applications have been received.

WHERE TO APPLY:

Applications may be obtained from the Community Services District (CSD) Human Resource Office **between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday:**

Elk Grove CSD
Human Resource Office
8820 Elk Grove Boulevard, Suite 1
Elk Grove, CA 95624
Tel: (916) 685-2517 or (916) 685-2988

OR may be downloaded from the Community Services District's website at www.egcsd.ca.gov. **Note: no applications will be sent to interested parties by means of the U.S. Postal system.** Applications must be obtained either in person or from the District's website.

APPLICATION: Use only an official Elk Grove Community Services District application form. It must be completed fully- do not put "see resume" on application. Incomplete applications will be grounds for rejection and cannot be revised after the final filing date. Resumes may be attached. **All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment.**

Applications must be received in the Human Resource Office on the final filing date; postmarked, faxed and/or e-mailed applications will not be accepted.

THE POSITION: The Elk Grove Community Services District Fire Department is seeking a qualified person for the position of Public Education Officer. Under general direction of the Fire Marshal, The Public Education Officer develops, prepares, and presents Fire and Life Safety Education programs to the public and District personnel; develops and presents Fire and Life Safety information materials, newsletters and handouts; is subject to being called back when off duty; may work on weekends or be assigned irregular work hours during the day or evening; performs other duties as assigned. Performs technical,

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analytical, and administrative work including but not limited to: providing information and direction to the public on Fire and Life Safety programs; research of Fire Department issues; use of specialized database/Fire records management programs; and related work as required.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in public relations, journalism, communications, education or a related field;
- Early Childhood Education with two (2) years related experience or five years of experience in a related field;
- Must possess a valid Driver's License from a state or territory of the United States;
- Must possess or obtain within six (6) months of employment a valid National Highway Safety Administration (NHTSA) Child Passenger Safety Technician Certificate;
- California State Fire Marshal's Certificate of completion for Fire Instructor 1A and 1B is desirable;
- Utilize a computer/keyboard and type 30 words per minute.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develops and presents Fire and Life Safety Education programs for the public, schools, commercial, and District personnel;
- Develops or modifies and coordinates and delivers Fire and Safety programs and special related projects;
- Identifies the learning objectives, training methods, materials and presentation requirements to meet/respond to community needs and events such as Fire Prevention Month, National Night Out, Elk Grove Western Festival and Harvest Festival, and school presentations;
- Demonstrates the ability to successfully initiate new Fire and Life Safety Education programs and work practices;
- Promotes assigned programs through news releases and public service announcements;
- Develops and recommends budget requirements for public education programs;
- Recruits and coordinates additional resources for public education programs;
- Facilitates and coordinates submittals for firefighter, District and outside organization awards;
- Serves as a Fire Department representative to local residents, governmental agencies, community groups, private businesses, and others regarding questions, concerns and activities related to Fire and Life Safety education;
- Assists in planning and execution of a variety of program areas, which may include special interest classes and camps, youth and preschool programs, and special events.

THE PROCESS:

The most qualified candidates will be invited to take the written and typing tests. The top candidates from the testing will be invited to an oral interview, tentatively scheduled for November 30th.

WRITTEN EXAMINATIONS: This test is a basic aptitude test and may include, but is not limited to, grammar, problem solving, and analytical aptitude.

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TYPING TEST: Must be able to type 30 wpm.

Tests are tentatively scheduled for November 15th and/or 16th. A Letter of Invitation to the written and typing examinations will be mailed to successful applicants.

NOTE: Candidates must bring a valid Driver's License or DMV picture identification and the above referenced Letter of Invitation to test site for the written examination. Candidates who fail to bring both items shall not be allowed to test.

MEDICAL EXAMINATION: Must be able to pass a comprehensive medical examination, which includes a drug and alcohol screen, and other "Fitness for Duty" criteria.

BACKGROUND INVESTIGATION: A comprehensive professional background investigation shall be conducted on each candidate given a conditional offer of employment.

PROBATIONARY PERIOD: The probationary period of one (1) year is the final phase of the selection process.

HIRING PROCEDURES:

The District shall make appointments using the "Rule of 5" from the five (5) persons with the highest final scores remaining on the list. For example, if there are nine (9) names on the list, the District must first choose from numbers 1, 2, 3, 4 or 5; if No. 3 is chosen, the second hire must be made from numbers 1, 2, 4, 5 or 6, et cetera.

SALARY AND BENEFITS:

- The monthly salary range is \$2,980 - \$3,873/month, providing seven annual merit step increases;
- Benefits include District paid family medical, dental, life, disability and vision;
- The District participates in the California Public Employees Retirement System (CalPERS) and pays full employee share. Retirement is based on 2.5% at 55;
- Employees receive generous vacation, holiday and sick leave allowances.

IMMIGRATION REFORM AND CONTROL ACT:

Documentation verifying candidate's legal right to work in the United States will be required and shall be presented after the decision is made to hire candidate.

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